

Sample letter for requesting documentation of hurricane relief volunteer work

(Departments may use the following text to prepare a letter, on department letterhead, that participating employees can use to request the documentation required under this program.)

[date]

To charities, service and relief agencies, and other organizations certified by the California Governor's Office of Emergency Services:

Please provide a letter, form, or other documentation (on your organization's letterhead) verifying that our employee, [name of employee], has provided volunteer services related to hurricane relief.

This documentation must include the dates of the volunteer's service with your organization and the signature of a paid staff member with your organization.

We appreciate your assistance, particularly given that your top priority at this time is disaster relief and recovery. Our request for documentation meets a requirement of the Hurricane Relief Leave Program under which the State of California has donated time for this employee to participate in your relief efforts.

If you have any questions, please contact our Personnel Office at [phone number].

Sincerely,

[employer's name, title, and signature]